

Hiring a Religious Order Priest, Brother or Sister into IOIPay

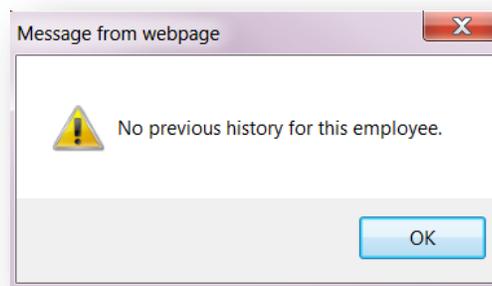
Please follow these step-by-step instructions when entering a new religious order Priest, Brother or Sister into *IOIPay*.

New Hire Express



Employee Maintenance: New Hire Express- Multiple Location Lookup

1. Click on “**Employee Maintenance**” on the left hand navigation. Then click on “**New Hire Express.**”
2. The screen will open to “**Multiple Location Lookup.**” Enter the Social Security Number for the new hire and click on the “**Verify**” button. The system will let you know if the individual is employed anywhere else in the Archdiocese, terminated in your division or currently not employed within the Archdiocese or your location.
3. If the individual is not found within the system, you will receive the following pop up message. A message will also appear if the individual is found at another division within *IOIPay* or if they already exist in your IOI division.



Not located in the Archdiocese

4. Once you click on the “OK” button, the screen will automatically navigate you to the New Hire Express screen. It will auto-populate the Social Security Number.

Premium New Hire Express

Dept.* SSN* * - Mandatory Field
** - Required if applicable

Prefix First Name* Middle Name Last Name* Suffix

Address Line 1* Address Line 2

City* State* Zip Code* +4

Location Hire Date* Birth Date*

Home Phone** Cell Phone** Email

Marital Status Work Phone Ext.

EEOC/Language Information

Gender* EEO Ethnic Code* EEOC Category

Primary Language Secondary Language

Employee Maintenance: New Hire Express

5. Populate the new hire express screen by filling in all the fields. Required fields are indicated by an (*) and (**) indicate required fields if applicable. For a Sister, Priest or Brother whose pay is sent to a religious order, Address Line 1 should be the name of the Order. The taxable status for these individuals should be **“Tax Exempt – no 1099.”** (See examples below) Once you have entered the information, click **“Save.”**

The screenshot shows a web form for entering employee information. The fields are populated as follows:

Prefix	58	First Name*	58	Middle Name	13 - ELEMENTARY CONVENT	Last Name*	987-54-0321	** - Required if applicable
		Mary		M		Milton		Suffix
Address 1*	Sisters of the Valley		Address 2	123 Main Street				
City*	Braintree	State*	MA	Zip Code*	02184			
Location Hire Date*	09/06/2013	Archdiocese Hire Date		Birth Date*	01/01/1956			
Phone Number**	(555)-555-5555	Cell Number**	(555)-555-5555	Email	MM@EMAIL.COM			
Marital Status	Single							

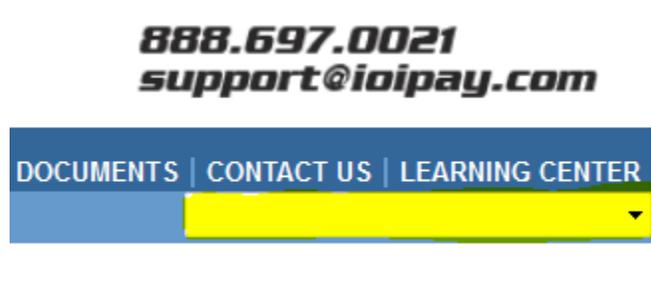
Employee Status Information

Payroll Status*	Active				
Rehire Date		Location Term Date**		Termination Reason**	

Setting up A Religious Order to Send A Check or Direct Deposit

“If you would like *IOIPay* to send a check to the religious order on a set schedule (ex: monthly), please contact *IOI* Customer Service at 888-697-0021 for further assistance or you may enter it in yourself per the instructions below.

- A. Go to the right hand drop down from the Main Screen and Choose Company Vendor



- B. This will open up the Company Vendor Screen

Company Vendor Setup

Vendor Code



Vendor Setup Information

- C. Click the Icon to Create new and fill in the fields similar to the example below

Company Vendor Setup

Vendor Code



Vendor Setup Information

Vendor Name

Vendor Cod

Vendor Address Line 1

City

State

Zip Code

Vendor Type

Definition of Parameter Fields

Description

Detail (Only use to set up defaults)

Line 1

- D. Next go to Employee Maintenance/Direct Deposit (if you are paying The Order through *IOI*) and set up the Direct Deposit account that The Order would provide to you.

